

Adopted: September 2001 , Revised: _____**Class Title: Water Production Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises the operation and maintenance of the City's water treatment facilities and the raw water pumping and transmission system. Provides technical assistance in meeting water quality regulations, residual solids operations, and consumption demands.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages operations by ensuring compliance with state and federal regulations, reviewing data, coordinating maintenance activities with other facilities, inspecting facilities and discussing safety issues, and resolving problems.
2	S	Performs budgetary duties by preparing the budget and approving and tracking expenditures.
3	S	Supervises personnel by training and providing direction to employees and working with project teams.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience in water treatment management.
Certifications and Other Requirements	Valid Driver's License. Virginia Waterworks Operator - Class I license preferred.
Reading	Work requires the ability to read policies, governmental regulations, safety rules, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as basic algebra and geometry.
Writing	Work requires the ability to write letters, reports, memorandum, and general correspondence.
Managerial	Managerial responsibilities include planning maintenance, overseeing personnel work performance, and repairs and managing basic facility operations.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Supervision of staff, observations
Sitting	F	Computer, desk work, driving
Walking	F	Inspecting facilities
Lifting	O	Boxes
Carrying	O	Boxes
Pushing/Pulling	R	Equipment, boxes
Reaching	R	Equipment, boxes
Handling	R	Equipment, boxes
Fine Dexterity	F	Computer keyboard, writing, telephone keypad
Kneeling	O	Inspecting facilities
Crouching	O	Inspecting facilities
Crawling	R	Through pipes
Bending	R	Inspecting machines and pumps
Twisting	R	Inspecting machines and pumps
Climbing	O	Ladders, roof
Balancing	O	Ladders, roof
Vision	C	Inspecting facilities, supervision of staff, observations, computer, desk work, driving
Hearing	C	Employees, alarms, telephone
Talking	C	Employees, alarms, telephone
Foot Controls	O	Driving
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, calculator, radio, telephone, computer, Standard Microsoft Windows and Office software, Word Perfect, Word, Hansen, Access, SCADA system

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	S
Chemical Hazards	M	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, steel toe boots, eye protection, hearing protection

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)